



Health Programmes Manager

Candidate Information Pack

November 2018

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Role: Health Programmes Manager
Salary: £40k - £45k
Hours: Full-time
Location: UK-Med head office on Oxford Road, Manchester.
Travel: Frequent travel both UK and overseas, and including weekend working and overnight stays
Deployment: Required to be available to deploy overseas with UK-Med teams

Do you have a proven track record in health programme management with a particular background in managing and supporting outbreak responses and technical capacity building?

UK-Med provides emergency healthcare support in times of crisis and humanitarian emergencies. Since we formed as a charity in 1995, we have responded in a wide variety of humanitarian emergency settings. We work with other agencies to coordinate the UK Emergency Medical Team (UKEMT) – a national programme deploying healthcare services to sudden onset disasters on behalf of the UK Government – as well as deploying independently or in collaboration with other humanitarian NGOs. As we diversify our response capabilities, we are recruiting a Health Programmes Manager to lead the development of our infectious disease outbreak responses.

As Health Programmes Manager, you will work as part of the Programmes Team providing management support for specific health programmes ensuring that relevant activities are implemented in a timely and appropriate manner. You will have a proven track record in health programme management with a particular background in managing and supporting outbreak responses and technical capacity building. The post holder will also be the focal point for an OFDA funded project (READY) to develop and manage an Outbreak Response Surge Team.

We offer a competitive salary and excellent benefits along with a friendly working environment and the opportunity to make a real difference through humanitarian work.

How to apply

To arrange an informal discussion about the post, in the first instance please contact recruitment@uk-med.org

To apply, please submit a **current CV** and a **supporting letter (around 2-pages)** that includes:

- Full contact details
- Your current pay grade and salary
- Where you saw this role advertised
- The basis of your right to work in the UK (e.g. British Citizenship, EU Citizenship or working visa)
- A **detailed** explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification

Applications must be submitted to recruitment@uk-med.org no later than **Saturday 8 December 2018**. Interviews will be held in Manchester on 17/18 December 2018.

Please note, UK-Med can only accept applications from people with an existing legal right to work in the UK and we cannot sponsor visa applications.

UK-Med (www.uk-med.org)

UK-Med provides emergency healthcare support in times of crisis and humanitarian emergencies, deploying teams of clinicians (primarily volunteers). UK-Med maintains a register of professional health volunteers and supports them to work in humanitarian settings as required. UK-Med also provides support for training and capacity building for health professionals in developing countries with a particular focus on countries which are vulnerable to humanitarian disaster and crisis. UK-Med was established in 1995 to facilitate the provision of health workers from across the UK to support the hospitals in Sarajevo during the Balkans war.

Subsequently, UK-Med has deployed teams to a range of countries and crises including Cape Verde, China, Gaza, Haiti, Indonesia, Jordan, Kosovo, Pakistan, the Philippines, Sierra Leone and Bangladesh. Our teams have undertaken a range of work on deployment including general medical care, trauma and surgical care, outbreak response and training of local healthcare staff.

READY

READY is a consortium project to strengthen capacity for response to major infectious disease outbreaks or pandemics over three years. It will fill critical gaps in outbreak response capacity and capability by leveraging expertise and best practices across operational, academic, clinical, and communications organizations. The consortium brings is led by Save the Children and includes Johns Hopkins University (JHU), UK-Med, MERCY Malaysia, and EcoHealth Alliance, and is funded by the United States Agency for International Development (USAID) Office of U.S. Foreign Disaster Assistance (OFDA).

The UKEMT

UK-Med is contracted by the Department for International Development (DFID) to support the UK Emergency Medical Teams (EMT) initiative. EMTs work under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. Within this, UK-Med maintains a register of volunteer clinicians (including doctors, nurses, pharmacists and paramedics) who are trained and available to deploy to an emergency within 12-24 hours. The UKEMT deployed a team in Bangladesh in December 2017 to respond to the Diphtheria outbreak amongst the Rohingya displaced community.

UK-Med Vision, Mission and Values

Vision

Disaster affected populations have equitable access to high quality health outcomes

Mission

To provide high quality essential health care in response to natural and man-made disasters

Values

- Professional – we will seek to ensure our interventions are guided by the highest professional standards and that we deliver high quality programming and assistance
- Accountable – we will strive to be transparent and accountable to our patients, wider beneficiaries, partners and donors
- Collaborative – we will coordinate effectively and actively seek to collaborate with and support other actors

- Effective – we will ensure our interventions are timely, based on robust evidence and reasoning and attain the best possible outcomes
- Flexible – we will ensure UK-Med remains a quick decision maker, attuned to changes in circumstances and able to make the rapid adjustments necessary
- Altruistic – we will ensure UK-Med and volunteers retain the humanitarian imperative at the heart of their work and planning

Overview of the Role

The Health Programme Manager will work as part of the Programmes Team providing management support for specific health projects ensuring that relevant activities are implemented in a timely and appropriate manner. The successful candidate will have a proven track record in health programme management with a particular background in managing and supporting outbreak responses and technical capacity building. The post holder will be the focal point for an OFDA funded project (READY) to develop and manage an Outbreak Response Surge Team and will work on other health programmes as required.

This role is primarily based in Manchester and will include travel within the UK, including to partner meetings and to UK-Med training events. You will be required to travel overseas both in preparation for deployments and in support of deployed teams.

Job Description



Job Title	Health Programmes Manager
Location	Manchester (with frequent travel)
Duration	Permanent contract
Hours	Full-time
Purpose of role	
To provide leadership and management of UK-Med health programmes, provide technical expertise in infectious disease outbreak surge response and contribute to health programming across the organisation.	
Key Responsibilities	
<i>Programme Management</i>	
1	Contribute to the development and delivery of UK-Med programme strategy with a particular focus on the OFDA funded Outbreak Surge Response Programme (READY)
2	Ensure an appropriate annual work plan is in place in line with strategic objectives (programmatic and organisational)
3	Provide management and technical guidance to other members of the Health Programmes Team with a specific focus on outbreak response
4	Coordinate programme wide work planning with UK-Med Logistics, Training and Human Resources
5	Contribute to the management and delivery of a portfolio of health programmes with specific responsibility for the outbreak response component of such programmes
6	Ensure effective programme implementation, providing proactive troubleshooting and guidance on programme development and management
7	Contribute to the delivery of programme reports and evaluations for submission to donors
8	Ensure appropriate health guidelines and policies are in place and are regularly reviewed with a particular focus on deployment requirements
<i>Outbreak / Humanitarian Response</i>	
10	Manage and provide technical support to the Outbreak Response function across the programmes team at UK-Med
11	Ensure that UK-Med's Standard Operating Procedures in relation to outbreak response and infection prevention and control (IPC) are in place and in line with current best practice
12	Manage the recruitment, training and deployment (surge and technical support) of an outbreak response team for UK-Med (volunteer clinicians) with other members of the Programmes Team
13	Work closely with Health Programmes Director and Logistics Team to ensure timely, effective decision making for humanitarian response programming
14	Deploy and fulfil an Technical/ Health Team Lead role during a UK-Med response (in particular outbreak response) as required by the Health Programmes Director
15	Oversee UK-Med health programme response according to the agreed standards during a deployment with a particular focus on OFDA funded Outbreak Response (READY) funding
16	Conduct programme evaluations or humanitarian needs assessments as required
17	Ensure security systems and processes are implemented as appropriate, supporting development of appropriate safety and security processes for response as required
<i>Coordination, Organisational Research and Lesson Learning</i>	
18	As required attend relevant technical health meetings and represent the organisation at meetings with relevant outbreak response technical partners as well as the Cluster mechanism

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19	Establish good working relationships in the field with key partners and stakeholders
20	External liaison with donors and other health programmes as required by the Health Programmes Director
21	Ensure that all UK-Med programmes have incorporated minimum humanitarian standards (in particular child protection and safeguarding)
22	Ensure that there is a data management plan in place for relevant health programmes (data collection, analysis) and ensure relevant technical training for this function
23	Support opportunities for operational research, innovation and policy development
24	Coordinate and report on lessons learned and lead on the adaptation of tools and guidelines
25	Ensure that all health programmes have a robust Monitoring and Evaluation plan in place
Capacity Building and Programme Development	
26	Work closely with other members of the Programmes Team to ensure that there are appropriate UK-Med clinical teams available to deploy to humanitarian settings as required with a particular focus on outbreak response
27	Work with the Training team to ensure appropriate training and development of Register members particularly around outbreak response (including the provision of training courses both in the UK and internationally as required)
28	Ensure that all health programmes responses have integrated a capacity building plan as part of the response
29	Conduct technical interviews as required and provide specific training or orientation to new Register members (volunteers) and clinical staff
30	Conduct health programme needs assessments as required
Other Duties	
31	Present to external audiences at sector conferences, workshops, donor events etc.
32	Identify strategic groups in which UK-Med should participate
33	Contribute to the development of technical proposals and budgets for new programmes of work
34	Deploy to country programs during emergency responses
35	Other tasks as might be required to ensure effective delivery of UK-Med projects and programmes of work

Person Specification



Qualifications / Professional Memberships		
1	A higher degree in a related global health or humanitarian discipline or an understanding demonstrated by significant experience of working in these sectors	Essential
2	A first degree in a relevant discipline e.g. nursing, medicine, paramedical or other health related field	Essential
3	Post graduate qualification in infectious diseases or Infection Prevention and Control	Desirable
Knowledge, Skills and Experience		
4	Significant (likely to be five or more years) proven operational management experience in overseas humanitarian programmes, particularly from an emergency response/outbreak response capacity	Essential
5	At least two years of management and leadership experience relating to emergency health response and/or global health programmes	Essential
6	Experience of working in collaboration with partners/stakeholders e.g. WHO, national government, Ministry of Health in the delivery of complex programmes	Essential
7	Experience of conducting needs assessments and risk assessments to inform programme planning	Essential
8	Excellent understanding of the humanitarian sector and emergency health response	Essential
9	Knowledge of humanitarian aid systems e.g. Clusters, Sphere etc.	Essential
10	Ability to understand, develop and implement organisational and donor policies	Essential
11	Ability to plan and organise multiple tasks and personnel, maintaining attention to detail	Essential
12	Ability to manage, motivate and develop team members	Essential
13	Ability to build successful relationships with a broad range of stakeholders and key partners	Essential
14	Excellent skills in writing, editing, research, negotiation and verbal communication	Essential
15	Excellent Microsoft Word, Excel and PowerPoint skills	Essential
16	Experience of developing and providing training and supervision to others	Essential
17	Experience of providing proactive and innovative leader	Essential
18	French speaker with ability to work effectively in French	Desirable
Personal Attributes		
19	Excellent interpersonal skills	Essential
20	Excellent team working skills	Essential
21	A positive and flexible problem-solving approach	Essential
22	A willingness to undertake frequent travel and work in insecure areas	Essential
23	Able to apply the required technical and professional expertise to the highest	Essential

Person Specification



	standards; promote and share best practice within UK-Med	
24	A good decision-maker, able to take effective, considered and timely decisions by gathering and evaluating relevant information	Essential
25	Collaborative, working with others to achieve shared goals ensuring effective cross-partner working	Essential
26	An effective and engaging communicator	Essential
27	Excellent networker and influencer, building networks to support the work of the programme and the organisation	Essential
28	Willingness to work some weekends and evenings to contribute to deployment preparedness if required	Essential
29	Willingness to deploy with UK-Med overseas deployments as required	Essential

Key terms / benefits



Salary:	£40,000 - £45,000
Working hours:	You will be required to work the hours as are necessary for the proper discharge of the duties with the notional requirement being 35 hours per working week. Work will normally be undertaken in office hours, Monday to Friday, but some weekend and evening working will be required.
Annual Leave:	25 days per year plus 8 public holidays.
Pension:	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme.
Deployment:	You will be expected to travel in support of our international programmes of work.
Safeguarding:	To ensure the suitability for the role's work with both adults and children, an assessment of suitability to work with these groups will be completed including an Enhanced DBS with Barred list check. Suitability for this work is a condition of employment.
Professional requirements:	Membership of professional bodies is not a requirement but may be an advantage.
Term of contract:	Permanent.